

EDITED TASK LISTING

CLASS: Senior Librarian, C.F.

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Evaluate leisure materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.) and/or review said evaluations prepared by Librarians and/or Library Technical Assistants, for inmates/wards to provide access to recreational library materials utilizing various lists including American Library Association (ALA) recommendations, publications, requests/suggestions from inmates/wards/other staff, etc. in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals.
2.	Evaluate resources that promote literacy (e.g., low reading level/high interest books, weekly readers, books on tape, etc.) and/or review said evaluations prepared by Librarians and/or Library Technical Assistants, for professional staff for classroom instruction and library activities utilizing personal library experience, vendors/publishers catalogs, publisher samples, literacy council recommendations, etc. as needed and/or required by literacy related legislation.
3.	Evaluate requests from inmates/wards related to law library services (e.g., court access, electronic delivery systems, legal software, etc.) and/or review said evaluations prepared by Librarians and/or Library Technical Assistants, in order to disseminate information contained in the law library and provide meaningful access to the courts for inmates/wards, utilizing court mandated legal delivery systems, (e.g., books, subscriptions, periodicals, etc.) in accordance with court mandates and the California Department of Corrections and Rehabilitation's Department Operations Manuals.
4.	Analyze/resolve collection development needs for procurement of materials/services (e.g., quotes, multiple bids, sole source, purchasing limits, etc.) and/or review said work prepared by Librarians and/or Library Technical Assistants, to assist the Supervising Librarian, and/or School Principal in the selection and delivery of library goods and services utilizing standard library selection tools in accordance with State procurement policies and the California Department of Corrections and Rehabilitation's Department Operations Manuals.

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5.	Responsible for the procurement process through completion (e.g., quotes, multiple bids, sole source, purchasing limits, stock received reports, etc.) and/or will review said work if prepared by Librarians and/or Library Technical Assistants, to assist the Supervising Librarian and/or School Principal, in the selection and delivery of library goods and services utilizing standard library selection tools in accordance with State procurement policies and the California Department of Corrections and Rehabilitation's Department Operations Manuals.
6.	Participate in training to keep informed of new developments in library science to incorporate new technologies/ideas/methodologies in the delivery of library services utilizing professional publications, conferences, and continuing education classes, etc. in accordance with the American Library Association's and the Correctional Education Association's standards.
7.	Supervise inmate/ward library workers to provide delivery of library assistance and technical services for library patrons by utilizing inmate/ward job descriptions in accordance with local operational procedures and Departmental policies.
8.	Coordinate training of inmate/ward library workers to deliver library assistance to inmate/ward patrons by providing them with interpersonal, library organizational, research, and technical skills utilizing approved library standards in accordance with local operational procedures and Departmental policies.
9.	Conduct ongoing law library training of inmate/ward library workers to deliver law library assistance to inmate/ward patrons by providing them with interpersonal, library organizational, research, and technical skills utilizing approved library standards in accordance with local operational procedures and Departmental policies.

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10.	Maintain order/security of working areas and work materials by supervising the conduct of inmates/wards committed to the California Department of Corrections and Rehabilitation in order to prevent escapes and injury by these persons to themselves, others, and/or property by utilizing appropriate search methods for contraband, inventories, situational awareness, etc. in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals.
11.	Perform highly complex professional level library work and/or review less complex work prepared by Librarians and/or Library Technical Assistants, in connection with selecting, cataloging, loaning, or the reference use of books, electronic media, and other library materials to assist inmates/wards/staff within the institutional community to provide recreational/educational materials and legal access, utilizing books, electronic media, and other library materials in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals and court mandates.
12.	Answers complex and/or difficult reference questions from inmates/wards/staff to deliver library assistance by conducting comprehensive reference interviews for the institutional community and utilizing bibliographic and electronic media as required and consistent with the American Library Association's standards.
13.	Coordinates and/or processes intra/inter-library loan requests for inmates/wards/staff within the institutional community by providing the appropriate requested library materials utilizing the intra/inter-library loan process as required and consistent with the American Library Association's standards and/or court mandates.
14.	Coordinates and/or catalogs library materials (e.g., manuscripts, clippings, books, multimedia, etc.) to provide ease of access for inmates/wards/staff within the institutional community by utilizing Departmentally approved cataloging systems as required and consistent with the American Library Association's standards.

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15.	Facilitate the coordination with the educational department to ensure access is provided to adopted/supplemental course materials for schools/inmates/students/wards and staff within the institutional community by housing and maintaining necessary educational support items as required.
16.	Responsible for a complex correctional library program (e.g., special population needs based on facility missions, size of library collection, complexity of the electronic delivery systems, etc.) for schools/inmates/students/wards and staff within the institutional community to provide delivery of library services utilizing various delivery methods (e.g., book trucks, utility carts, hand delivery, internal mail, etc.) as required and consistent with the American Library Association's standards and/or court mandates.
17.	Ensure compliance of library programs with court mandated regulations (e.g., ADA, Gilmore, etc.) for schools/inmates/students/wards and staff within the institutional community to provide library services and access to the court, utilizing the legal collection as required and consistent with the California Code of Regulations Title 15, the California Department of Corrections and Rehabilitation's Department Operations Manuals and/or court mandates.
18.	Develop library operational procedures/policies (e.g., internal library operating procedures, Departmental operations manuals' supplements, etc.) to provide and maintain standardized library services to schools/inmates/students/wards and staff within the institutional community utilizing Departmental procedures/policies as required.